



600.05 Jail Administrator

Number Series: 600 - Corrections Division

Sheriff's Approval: Digital

Approved Date: May 28, 2018

Review Due Date: May 28, 2019

Review Frequency: Annually

600.05-1 Policy

The Hendry County Sheriff's Office Corrections Division is commanded by the Captain of Corrections who is appointed by the Sheriff of Hendry County for the administration, control, and management of the Corrections Division. The Captain of Corrections is referred to in this manual as the "Jail Administrator."

600.05-2 General Qualifications

The Sheriff considers the following recommended qualifications, abilities, education, training, and experience when appointing the Jail Administrator:

- I. Administrative experience in the field of law enforcement or corrections of a minimum of five years.
- II. Certification as a law enforcement officer or correctional officer by the Florida Criminal Justice Standards and Training Commission.

600.05-3 Appointment and Tenure

- I. Appointment of the Jail Administrator is made by the Sheriff of Hendry County.
- II. Appointment duration is at the discretion of the Sheriff.
- III. Removal of the Jail Administrator shall be accomplished only by the Sheriff.

600.05-4 Duties and Responsibilities

Duties and responsibilities of the Jail Administrator include, but are not limited to the following:

- I. Assume administrative responsibility for the HCSO Corrections Division management and control consistent with the overall policy of HCSO.
- II. Coordinate projects with HCSO Chief Deputy and division Captains to develop programs to be implemented.
- III. Conduct monthly meeting with Corrections command staff to discuss additions to or modifications of existing programs, policies, and procedures.
- IV. Implement new policies and procedures affecting the Corrections Division as a result of new legislation or administrative procedures.

- V. Ensure Corrections Division policies and procedures comply with existing State and Federal mandates and HCSO policies.
- VI. Direct research into inmate population growth projections and plan jail system expansion accordingly.
- VII. Prepare annual division budget.
- VIII. Submit recommendation to the Sheriff for needed changes or improvements in policies and procedures.
- IX. Attend command staff meetings as scheduled.
- X. Make recommendations to the Sheriff regarding disciplinary matters.
- XI. Represent the Sheriff at meetings and on various boards and committees, as directed by the Sheriff.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards

FCAC:

N/A

PREA:

N/A

Forms:

N/A

Other Policy/ Procedure References:

600.00 Table of Content